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17 DEC 1959

MEMORANDUM FOR: Comptroller
Director of Communications
Director of Logistics

SUBJECT : Approving Officers for Printing Requisitions

1. At a recent meeting, the Agency Publications Board considered the matter of the number and grade of individuals throughout the Agency who have been authorized to approve printing requisitions. The Board concluded that in many offices there were entirely too many persons having this authority and that many of these individuals were persons of relatively modest grade who should not be required to bear the responsibility of decision in this area. The Board agreed that each of the representatives would undertake to correct this situation within his own component.

2. In consequence of a review of the approving officer situation throughout the DD/S complex, I have concluded that your Offices, with 17, 16, and 28 persons respectively, appear to have far more approving officers than should reasonably be required to discharge this responsibility. We cannot overlook the fact that the Agency is spending an enormous sum for printing services and that requisitions for printing, as with any other kind of requisition for services or supplies, result in expenditures which, individually or in the aggregate, are substantial.

3. Would you therefore please undertake a review of this situation within your respective offices in an effort to more correctly delegate your requisitioning authority. On the face of the matter, it would seem to me that the number of approving officers could be cut drastically. I would also like to be assured that this authority is retained at a proper level in your Office.

4. Please let me have a brief report on the results of your review.


H. Gates Lloyd
Acting Deputy Director
(Support)

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